

## ADMINISTRATIVE SERVICES OFFICE

The Administrative Services Office provides administrative support services, internal management, and comprehensive fiscal services to the Chairperson and Members of the Board of Land and Natural Resources, and to the operating divisions and staff offices of DLNR. Major services include processing the departmental payroll, processing all vendor encumbrances and payments, billing and collecting state land rentals and water licenses, and also collecting or accounting for all other revenues and deposits (except those revenues collected



## ADMINISTRATIVE SERVICES OFFICE

by the Bureau of Conveyances), and preparing financial reports.

This office also coordinates and assists in the preparation and implementation of the departmental operating and capital improvement project budgets, coordinates and provides internal and external audit functions for the department, maintains a centralized system for monitoring federal grant awards and processing reimbursement claims, and coordinates and assists with the electronic data processing and other telecommunications needs of the department. Other responsibilities are departmental records management, risk management, and reorganizations.

The Administrative Services Office also provides specialized liaison services with the Department of Accounting and General Services, the Department of Budget and Finance, the Legislature, and federal agencies.

### HIGHLIGHTS

#### NATIVE HAWAIIAN REHABILITATION FUND

As provided by the State Constitution, 30 percent of the state receipts derived from the leasing of cultivated sugarcane land and from

water licenses was transferred to the Native Hawaiian Rehabilitation Fund. The amounts transferred to the fund during the 1996-97 and the 1997-98 fiscal years were \$241,352 and \$218,625 respectively. The total amount transferred to the fund since the 1978 constitutional amendment was \$12,163,976 as of June 30, 1998.

#### OFFICE OF HAWAIIAN AFFAIRS PUBLIC LAND PROCEEDS FUND

Act 273, Session Laws of Hawai'i 1980, provides that 20 percent of all funds derived from the public land trust described in Section 10-3, Hawai'i Revised Statutes, be transferred to the Office of Hawaiian Affairs (OHA). Funds are transferred on a quarterly basis. The amount transferred to OHA during the 1996-97 fiscal year was \$2,517,298. This includes \$1,630,029 from state land revenues, \$215,972 from State Park concessions, and \$671,297 from Small Boat Harbor revenues. During the 1997-98 fiscal year, the amount held in escrow for OHA was \$1,999,337, which included \$1,589,603 from state land revenues, \$195,803 from State Park concessions, and \$213,931 from Small Boat Harbor revenues. The total transferred to OHA or held in

escrow since the approval of Act 273, Session Laws of Hawai'i 1980, amounted to \$36,279,930.

#### *The following are accomplishments for FY's 1996-97 and 1997-98:*

FY 1996-97.

- Monitored and processed federal grant financial claims with the U.S. Departments of the Interior, Agriculture, Navy and Justice, FEMA and other federal agencies totaling over \$7 million.
- Conducted audits of selected grants-in-aid and federal aid sub-grantees.
- Completed the single financial audit of our department's federal aid programs for FY 1995-96 with no material adverse findings and comments.
- Coordinated and assisted divisions in the submission and implementation of the department's multi-million dollar and multi-funded operating and capital improvement project budgets.
- Accounted for the expenditure of multi-funded operating funds totaling \$45,164,771 and capital improvement project funds totaling \$69,978,371 (\$64.4 million to reimburse the Airport Fund for a Kapolei land purchase).
- Collected net general fund rev-



## ADMINISTRATIVE SERVICES OFFICE

venues of \$5,495,234 (excluding \$8,714,031 collected directly by the Bureau of Conveyances), special fund revenues of \$28,358,379, and \$2,067,381 trust and agency funds.

- Invested around \$21 million of available special and trust funds through the Department of Budget and Finance and earned \$888,776 for our department.
- Continued to provide support for the computerization of these business functions:
  - ◆ Completed the Year 2000 Compliance Financial Report to the Information and Communication Services Division (ICSD) of DAGS.
  - ◆ Continued to design an Internet Web site for DLNR that will inform an international audience about Hawai'i's natural resources, and solicit aid.
  - ◆ Continued to assist divisions with creating maps using the Geographic Information System for the management, operation and maintenance of all state lands and natural resources.
  - ◆ Implemented the on-line Division of Boating and Ocean Recreation Accounts Receivable System on O'ahu, Hawai'i, Kaua'i and Maui, and continued to work on specialized applica-

tions for the Boating Division.

- ◆ Implemented a License and Permit System for the Fiscal Office to monitor and account for sales, to reconcile schedules of collections, and to simplify calculation and disbursement of fees and commissions.
- ◆ Provided Local and Wide Area Network administration for the following divisions and offices: Aquatic Resources, Boating, Chairperson, Commission on Water Resource Management, Fiscal, Land, Personnel and State Parks.
- ◆ Continued to support network connections to the ICSD Wang and IBM mainframe systems that provide access to the following applications: Automated Revenue and Accounting System, On-line Form 5 Information System, State Parks Reservation and Visitor Information System, and the Land Court Automated Title System.

FY 1997-98.

- Monitored and processed federal grant financial claims with the U.S. Departments of the Interior, Agriculture, Navy and Justice, FEMA and other federal agencies totaling around \$9 million.
- Conducted audits of selected grants-in-aid and federal aid

*The amount transferred to the Native Hawaiian Rehabilitation Fund since the 1978 constitutional amendment was \$12,163,976 as of June 30, 1998.*

## ADMINISTRATIVE SERVICES OFFICE

- sub-grantees.
- Completed the single financial audit of our department's federal aid programs for FY 1996-97 with no material adverse findings and comments.
  - Coordinated and assisted divisions in the submission and implementation of DLNR's multi-million dollar and multi-funded operating and capital improvements project budgets.
  - Accounted for the expenditure of multi-funded operating funds totaling \$48,487,099 and capital improvement project funds totaling \$7,243,856.
  - Collected net general fund revenues of \$7,737,557 (excluding \$10,556,862 collected directly by the Bureau of Conveyances), special fund revenues of \$31,744,855, and \$6,862,785 trust and agency funds.
  - Invested around \$21 million of available special and trust funds through the Department of Budget and Finance and earned \$972,327 for our department.
  - Continued to provide support for the computerization of these business functions:
    - ◆ Continued to implement the Year 2000 Compliance Project so that the Local and Wide Area Networks, PC hardware and software applications and the embedded systems will be able to function properly.
    - ◆ Continued to enhance the Geographic Information System (GIS) for Division of Aquatic Resources, Commission on Water Resources Management, Land Division, State Parks Division and the GIS lab.
    - ◆ Implemented the department's Internet Web site that informs an international audience about Hawai'i's natural resources and invites public participation and assistance in resource management issues.
    - ◆ Began implementing an Electronic Mail System that will connect the Department to other State agencies to streamline review processes for numerous permit applications, documents, enforcement issues, etc.
    - ◆ Continued to provide Local and Wide Area Network administration and expand network connectivity to other divisions.
    - ◆ Continued to support network connections to the ICSD Wang and IBM mainframe systems that provide access to the following applications: Automated Revenue and Accounting System, On-line Form 5 Information System, State Parks Reservation and Visitor Information System, and the Land Court Automated Title System.
- ◆ Assisted the Personnel Office with relocating their network to a new office, and determining the requirements to connect to the statewide Integrated Human Resources Management System (HRMS).

